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14 APR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [   ]   25X1
               Director of Information Services

SUBJECT: OIS Weekly Report (7-13 April 1982)

Classification Review Division

    CRD reviewed a total of 1,563 CIA documents (7,158 pages) and declassified 3.1 percent. In addition, two State Department galley proofs (592 pages), 4 manuscripts (567 pages) and 180 miscellaneous documents (470 pages) were also reviewed.

Records Management Division

    RMD prepared for DDA signature a memorandum to concerned Agency components requesting their comments on the draft Information Security Oversight Office (ISOO) directive implementing Executive Order 12356, "National Security Information," which will replace Executive Order 12065 on 1 August 1982. RMD will prepare the Agency response to ISOO, due 30 April 1982.

25X1   RMD representatives met with [   ], ISOO's Agency liaison officer, to review the results (favorable) of his recent inspections of OCR and NPIC information safeguarding practices.

    RMD has proposed 20 records control schedule items covering records common to DDA offices, a revised version of which will be circulated for component concurrence. RMD's objective is to establish consistent disposition instructions for these items throughout the DDA, DDI, DDS&T, and DCI Area as part of the Headquarters record review.

    RMD was augmented by a third officer on a two-year rotational assignment from ODP. He will be working as a programmer/analyst in the Design and Development Section of the Intelligence Technology Branch.

    Seventy-five employees have applied to attend RMD's presentation of the Introduction to Micrographics course. Because of space limitations, there will be two runnings in April, to be followed by a third running later.

    The Office of Current Production and Analytic Support (OCPAS), DDI, routinely receives computer tapes from the National Archives and Records Service (NARS), adds the data to a DDI statistical data base, and returns

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the tapes to NARS. As part of this project, OCPAS began to microfilm hard copy printouts of computer programs, a project that had not been approved by the Office of Information Services. OCPAS was requested to discontinue it until RMD had a chance to review this activity, determine what information OCPAS needs on microfilm, and recommend the best way to obtain that information. One concern is the filming of computer printouts, a method far more costly than computer output microfilm and the quality of which is not as good.

Regulations Control Division

RCD's workload of regulatory issuances was increased from 128 to 131 active jobs during the past week.

Issuances of general interest in process this week include revisions to regulations reflecting new policies and administrative practices on Personnel Evaluation

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Information and Privacy Division

A separate report is attached.

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Attachment:
  As stated

EO/OIS [   ] (14 Apr 82)

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